

4.1 Receipt of Complaint and Petition.

(a) Initiation of Proceedings. In all proceedings over which the juvenile court has jurisdiction, such proceedings shall be initiated in the juvenile court upon the receipt of a written juvenile complaint form, petition, transfer from another court, a uniform traffic citation, or a Georgia Natural Resources/Game and Fish Division Notice of Summons which shall be submitted to the court and shall be referred to an intake officer of the court.

(b) Preliminary Determination as to Filing Petition. The intake officer shall not have the authority to refuse to accept a complaint. However, the intake officer shall make a preliminary determination as to whether a petition shall be filed. If the allegations appear to be legally sufficient for the filing of a petition, and it further appears that judicial action is in the best interest of the public and the child within guidelines established by the court, the intake officer may endorse a petition. The intake officer may elect to informally adjust, divert, or recommend dismissing the case, within guidelines established by the court.

(c) Filing of Complaints and Petitions. All complaints or petitions shall be filed and docketed with the clerk of juvenile court. The clerk shall record the date and time of filing upon each and every copy of the complaint form.

(d) Completion of Form JUV-2 Required. The complaint alleging delinquency, deprivation, or unruliness may be made by any person, including a law enforcement officer, who has knowledge of the facts alleged or is informed and believes they are true. However, in all cases in which a proceeding is initiated by other than a complaint, the form JUV-2 shall be completed by the person bringing the action and shall accompany the initiating document. In all cases where a petition references a prior court order, a copy of such prior court order shall be attached to the petition. For uniform traffic citations and Georgia Natural Resources/Game and Fish Division Notice of Summonses, the form JUV-2 shall be completed by court personnel designated by the judge.